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Next 4 Page(s) In Document Denied

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NOV 1 1955


MEMORANDUM FOR: Deputy Director (Support)

THROUGH: Chief, Management Staff

SUBJECT: Establishment of the Building  
Planning Staff


1. As you know, the responsibilities for all phases of planning for the new building were originally assigned to the Real Estate and Construction Division, and you approved, on 8 August 1955, the establishment of the Special Projects Staff for that purpose. We have since agreed, and you have approved in principle, that the "Building Planning Staff" should be removed from the Real Estate and Construction Division and established as a separate organizational element reporting directly to the Director of Logistics or, in his absence, to the Deputy Director (Support).

2. In order that the Building Planning Staff can properly fulfill its assigned responsibilities, it is considered desirable that it be formally established as a separate organizational element of the Office of Logistics. It is requested that you approve for publication the attached proposed Agency Notice to accomplish this purpose.

  
JAMES A. GARRISON  
Director of Logistics

STAT

CONCURRENCE:

  
Chief, Management Staff

17 NOV 1955

Date

STAT

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JL 5 6343

MEMORANDUM FOR: Deputy Director (Support)

STAT  
SUBJECT: [redacted] Organization and Functions, Office of the  
Deputy Director (Support), Office of Logistics,  
Building Planning Staff

REFERENCES: (a) Memo to D/L from AC/RCS dtd 15 Oct 57, same subj  
(b) Memo to AC/RCS from C/Admin. Staff dtd 22 Oct 57,  
same subj

1. Attached hereto is a revised draft of subject notice. Since the Building Planning Staff has been established on a conditional basis, and since its planning objectives change with the stages of development of the new building, it is believed appropriate that a revision of subject notice be published to provide for information regarding this component.

2. Paragraph 1 of the revised draft reflects the current functions of the Building Planning Staff. Apart from this there have been no substantive changes. The omission of names of officials assigned to the Staff is believed to be desirable since it will eliminate the need for future revisions to provide for changes in personnel assignments.

3. In view of the content of subject proposed notice, it is recommended that publication should be effected with a minimum of coordination. Distribution recommended is AB.

4. Any questions regarding the proposed notice may be directed to [redacted]

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JAMES A. GARRISON  
Director of Logistics

Enclosure:  
Draft of Proposed Revision  
of Subject Notice

AT 7 4300

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STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Regulations Control Staff

DATE

FROM : Chief, Administrative Staff, OL

SUBJECT:  Organization and Functions, Office of the Deputy Director  
(Support), Office of Logistics, Building Planning Staff

REFERENCE: Your memo to D/L dated 15 October 1957, same subject

In response to reference inquiry, you are advised that subject issuance is now being revised and it is estimated the revised draft will be submitted to the Assistant Deputy Director (Support) on or before 31 October 1957.

Distribution:

Orig. & 1 - Addressee  
1 - OL Official File  
1 - OL/BPS

OL/AS  (21 Oct 57)

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